

NAVFACINST 5355.1
Code 12
31 JULY 1996

NAVFAC INSTRUCTION 5355.1

Subj: URINALYSIS TESTING FOR MILITARY PERSONNEL

Ref: (a) OPNAVINST 5350.4B

Encl: (1) Qualification Card for Urine Collection Observers

1. Purpose. To establish policies and procedures for the Drug Abuse Prevention and Control Urinalysis Program for all military personnel attached to Naval Facilities Engineering Command (NAVFACENGCOM) Headquarters. This instruction applies to all types of urinalysis testing identified in reference (a).

2. Background. Reference (a) establishes the policy for substance abuse prevention and control and directs all commands to conduct urinalysis testing for approximately 10 to 20 percent of military personnel each month. This will be accomplished by random sampling and is considered a minimum threshold of testing.

3. Objectives. The Navy's policy of "Zero Tolerance" for drug abuse will be fully implemented by NAVFACENGCOM. The main objectives of urinalysis testing are to detect and deter drug abuse.

4. Responsibilities

a. The Command Urinalysis Coordinator shall be responsible for the overall administration of the urinalysis program. The position will be filled by an officer or chief petty officer appointed in writing by the Commander, NAVFACENGCOM. The Command Urinalysis Coordinator shall be responsible for training collection assistants and observers. An alternate Command Urinalysis Coordinator shall also be designated in writing to provide backup to the primary Coordinator.

b. Urine Collection Observers shall be responsible for observing urine collection. The positions will be filled by male and female officers and enlisted personnel at the rank of second class petty officer or above. Urine Collection Observers will be qualified per enclosure (1).

5. Action

a. The Command Urinalysis Coordinator shall conduct urinalysis screenings on a monthly basis using the Navy Drug Screening computer program to randomly select 10 to 20 percent of the command personnel.

b. The Command Urinalysis Coordinator shall notify the selected military personnel to report to the Urinalysis Coordinator for sample collection. All samples must be received by 1200 hours the same day of notification. Personnel who are in a leave or TAD status are exempt from testing and do not have to be recalled or provide a sample at a later date. Personnel may not take leave to avoid urinalysis testing.

c. The Command Urinalysis Coordinator shall maintain local procedures for the collection, documentation, and submission of urine specimens per reference (a). Strict adherence to the chain of custody requirements is essential for an effective urinalysis program.

d. The Command Urinalysis Coordinator will refer officer and enlisted personnel identified as drug abusers to the appropriate evaluation facility in accordance with reference (a).

e. The entire chain of command shall actively ensure compliance with the Urinalysis Program.

B. D. NEAL
Director of Seabee Support and
Military Manpower

Distribution:
NAVFAC Internal List 1

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Qualification Card for Urine Collection Observers

NAME: _____ RATE/RANK: _____

DATE APPOINTED: _____ DATE QUALIFIED: _____

1. This service member has demonstrated a thorough understanding of OPNAVINST 5350.4B.

Command Urinalysis Coordinator

2. This service member has demonstrated the correct procedure for observing urine collection in the approved location.

Command Urinalysis Coordinator

3. I have discussed the Navy Alcohol and Drug Abuse Prevention and Control Program with this service member. They have demonstrated an understanding of the urinalysis program, chain of custody requirements, and proper observation procedures.

Command Urinalysis Coordinator

I, _____, do hereby accept the responsibility of Urine Collection Observer. I have been adequately trained and will adhere to the procedures outlined in OPNAVINST 5350.4B.

Member's Signature/Date

Command Urinalysis Coordinator

Enclosure (1)